

PHYSICIAN ORDERS SPECIALIST

Reports to: Controller

Exempt: No

POSITION SUMMARY:

The Physician Orders Specialist is responsible for the timely distribution, receipt and processing of Physician's orders.

QUALIFICATION REQUIREMENTS:

- High School education or GED equivalent
- Knowledge of Microsoft Word and Excel
- Excellent phone skills
- Strong knowledge of procession of orders
- Demonstrate patience, flexibility and cooperative attitude
- Strong communication skills with other office staff and physician offices
- Conscientious and pays attention to detail
- Must be empathetic, non-judgmental, tactful, responsible and organized
- Must understand the team approach and be a supportive team member
- Must have and maintain a valid Michigan Driver's License, maintain automobile insurance coverage and have access to a reliable automobile

DUTIES AND RESPONSIBILITIES:

- Distribution of physician orders for our patients to physicians.
- Manage flow of orders in Kinnser by fax, mail or hand delivery
- Phone calls to check status of old orders.
- Process the receipt of signed orders. (marking the orders processed and attach them to the patient chart)
- Weekly re-faxing of old outstanding orders to physicians
- Weekly review of physician web signers to make sure orders are signed.
- Maintain "Do not Fax list" for physicians
- Work with sales reps on unsigned orders
- All other duties as assigned by supervisor.
- This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

ACKNOWLEDGEMENT:

***I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.**

Employee Signature _____ Date _____

Employee Printed Name _____